

ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL
(Under Science & Technology Department, Govt. of Assam)

VIGYAN BHAWAN, NEAR IDBI,
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Ref. No. ASTEC/ENV/1434/pt-I/2009/4677

Date: 27/03/2017

ORDER

In pursuance of letter No. STE 96/2013/pt/111 dtd. 27th Sept,2016 and partial modification of the earlier notification vide ASTEC/ARSAC/1776/2016/2205 dtd. 30/9/16, the following officials of Assam Science Technology & Environment Council (ASTEC) are designated as Content Manager, Master Trainer and Site Administrator for the Support Committee under e-Prastuti Governance Structure :-

A. CONTENT MANAGERS

<u>Name</u>	<u>Division</u>
i) Sri Biman Baruah , S.O.	Science & Technology
ii) Sri Bijoy krishna Mahanta , SSA	-do-
i) Dr. Chandra Baruah, SO	Environment Division
ii) Mrs. Manisha Sarmah, SPO	-do-
i) Mrs. Runjun Baruah, SSO	ARSAC Division
ii) Sri Pankaj Prakash Deka, SSO	-do-
ii) Sri Prasanna Baruah, SSO	-do-

B. MASTER TRAINER

Sri Sandeep Bhattacharjee , STA

C. SITE ADMINISTRATOR

Mrs. Runjun Baruah, SSO

Roles & Responsibilities of Content Managers:

1. To identify the content in their respective unit.
2. Classify the content into categories.
3. Submit to Webmaster for review.
4. Convert the content into format that is ready for uploading into website.
5. Any other as may be instructed during the implementation of the project.

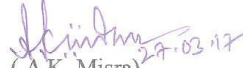
Role and Responsibilities of Master Trainers:

1. To provide continuous trainings to the Department undergo e prastuti Master Trainers Certification Programme.
2. Initially would be trained by the WDC for website management and would in turn provide trainings.
3. Would be imparted with trainings on any new developments by WDC. Thus Master Trainers are required to provide sustainability for the Website Content Management.

Roles and Responsibilities of Site Administrator :

1. Would be overall responsible for administration & management of the website.
2. Will assign roles & privileges to the content managers.
3. Ensure the updating of data in the website.

Signature


(A.K. Misra) 27.03.17
Director, ASTEC

Copy to :

1. The Commissioner and Secretary, Science & Technology Department, Govt. of Assam, Dispur.
2. ~~Additional~~ Secretary, Science and Technology Department, Govt. of Assam, Dispur.
- ✓ 3. Smt. Suchitra Pyarelal, Sr. Technical Director, NIC (WDC), IT Deptt., Dispur